

Waterloo Public Library

Regular Meeting of the Board



Board Meeting Minutes

May 22, 2019

Waterloo Public Library – Board Meeting Minutes – 22/05/2019

Board Members Attending: Ms. Karen Coviello (Chair); Ms. Dawn Charlton; Ms. Rachel Harder; Ms. Kelly McManus; Mr. Frank Mensink; Ms. Sarah Milne; Mr. John Strong; Ms. Beisan Zubi

Staff: Ms. Laurie Clarke (CEO); Ms. Anjana Kipfer (Manager, Marketing & Communications); Ms. Laura Dick (Manager, Branches); Ms. Liana Jupan (Manager, Finance & Facilities)

Regrets: S.S. Ahmad; Jude Doble; Councillor Diane Freeman

1. Call to order:

K. Coviello (Chair) called the meeting to order.

2. Approval of the agenda

Moved by J. Strong, seconded by F. Mensink that the agenda be approved with the following change: Committee Reports moved to #6 on the Agenda and the Chair Report moved to #11.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes from the April 24, 2019 board meeting

Moved by K. McManus, seconded by R. Harder to approve the minutes of the April 24, 2019 as amended.

Motion carried.

5. Business arising from the minutes

None.

6. Committee Reports

6.1 - Finance Committee - J. Strong

- The audited Financial Statements for 2018 were presented to the Finance Committee by Brendan Hall, Senior Manager, Audit Services at KPMG. After a thorough review, the Finance Committee recommended their approval to the Board.
- The Q1 Financial Reports were reviewed by the Committee and the budget was deemed on track. The Committee recommend that they be presented to the Board for information.

Moved by D. Charlton, seconded by R. Harder to approve the 2018 Financial Statements & Auditor's Report.

Motion carried.

Moved by D. Charlton, seconded by K. McManus to accept 2019 Q1 financials as information.

Motion carried.

- Beginning next year, the Board will receive an invitation to join the Finance Committee for the presentation by the auditor.

7. Council Report

None.

8. Delegations

None.

9. Decisions

None.

10. Correspondence

None.

11. Chair Report – K. Coviello

L. Clarke & G. Van-Eek Meijers are reformatting the library policies and they will be reposted on the web site.

After discussion regarding the timing and content of the AGM, the following motion was made. The timing of the meeting has not been decided.

Moved by F.Mensink, seconded by R. Harder, that the Library holds a holistic AGM that includes performance metrics, financial audits and leadership appointments once a year.

Motion carried.

K. Coviello revisited the group cohesiveness exercises that the Library Board did together in January 2019 and suggested doing MBTI assessment which identify Board members communication and decision-making styles. K. Coviello will send out the link to the Board to complete the self-assessment.

12. Information items

12.1 East Side Branch Library update – L. Dick

- L. Dick presented the newest draft of the East Side Branch Library (ESBL) design to the Board
- K. Coviello commented that the proposed Bill 108, the More Homes, More Choice Act, will have an impact on the Development Charges Act (DCA) which is the source of funding from the City for the ESBL project
- F. Mensink asked about the priority of the library project in the City's plans and K. Coviello reported that it's very high on the City's priority list

12.2 CEO Report – L. Clarke

- Two managers are attending True North, as WPL's application was approved by Communitech for a "community ticket" which provides a greatly reduced cost for attendance
- L. Dick and G. Van-Eek Meijers will be attending the annual American Library Association Conference which takes place in Washington DC this year
- We had 50% funding approved for 7 summer students through Canada Summer Jobs – 3 will be Summer Literacy Facilitators and 4 will assist with the Summer Reading Club
- We are launching our Board Games Collection on June 20 2019
- Mobile hotspots lending at the McCormick Branch is performing well and we have received positive feedback from the customers
- Excellent Ramadan program held at John M. Harper in partnership with the Coalition of Muslim Women which was attended by over 100 people. Comments from the community were extremely positive
- We are doing two walking tours in October led by J. Seally, Local History Librarian, on the subject of Temperance & Prohibition in Waterloo
- In partnership with the Princess Cinemas, a screening of The Public was presented, which sold out
- Partnering with the Canadian Society for Ecological Economics conference which was happening at CIGI, WPL are hosting a Community Maker Night on Saturday May 25 from 5 – 8. It featured live music, DIY activities such as beeswax wraps, board games, etc.

13. Other Business

None.

14. Date of next regular meeting

Wednesday, June 26, 2019 at 5:00pm at the McCormick Branch.

15. Adjournment

Moved by K. McManus, seconded by R. Harder that the meeting be adjourned.

Motion carried.